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MANUAL



OF THE

Foreign Christian Missionary Society

*Cincinnati, O.
1913*



FOREIGN CHRISTIAN MISSIONARY SOCIETY

ORGANIZED IN LOUISVILLE, KY., 1875

Incorporated under the Laws of Ohio

OFFICERS

OF THE YEAR 1913 ARE:

President:

A. McLean, Cincinnati.

Vice-Presidents:

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W. S. Dickinson, Cincinnati.

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Stephen J. Corey, Cincinnati.

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Recorder:

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Treasurer:

C. W. Plopper, Cincinnati.

Auditor:

Stanley Spragens, Cincinnati.

Medical Examiners:

Dr. P. T. Kilgour, College Hill, and Dr. Allyn

C. Poole, Cincinnati.

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CINCINNATI

Introductory



This Manual is published for the benefit of missionaries on the field and for the benefit of those thinking of becoming missionaries. It aims to present in a brief form such rules and suggestions as have been found necessary and helpful. It is not a contract. It is not fixed and immutable, like the laws of the Medes and Persians. The Executive Committee may revise it at any time.

Experience has shown that confusion and misunderstanding may arise from neglect of the Manual, and missionaries are earnestly advised to familiarize themselves with it thoroughly, and to keep a copy of it at hand for constant reference.

The spiritual aspects of the missionary work are entitled to the foremost place in the thoughts and affections of all who engage in it. Applicants for appointment as missionaries should set before their minds the authority, glory, and grace of Christ, and the honor of His name in the salvation of souls as their great aim. They should offer their services in the work of spreading the gospel under a sense of being divinely called to it, and they should seek their reward in our blessed Lord's approval. For His sake they should be willing to make sacrifices, to meet with hardships, and to endure privations. For His sake they should consent to suffer the want of congenial society if necessary, and be willing to accept a life of steady, unnoticed labor, expecting to continue therein until death, and looking for rest and reward in the world to come. In these and similar purposes, endeavors, and hopes, they and all the friends of missions

stand together in mutual sympathy. And it must ever be deeply felt that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of the Committee, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness, and Christian love. It is not in any undervaluing of these high views, therefore, that this Manual is restricted chiefly to the business relations of the Committee and the missionaries.

MANUAL

OF THE

FOREIGN CHRISTIAN MISSIONARY SOCIETY

THE SOCIETY, ITS OFFICERS, AND THEIR WORK

The Foreign Society is composed of Life Directors, Life Members, Annual Members, and Representatives of Churches, Sunday-schools, Sunday-school Classes, and Missionary Associations. Any member of the Church of Christ may become a Life Director by the payment of \$500, which may be paid in five annual installments; or a Life Member, by the payment of \$100, in five annual installments; or an Annual Member, by the payment of \$10; or any Church of Christ or Sunday-school, or Sunday-school Class, or Missionary Association may be represented in the directorship or the membership for fifteen years by paying, respectively, \$500 or \$100, in five annual installments; provided the representative is a member of the Church of Christ. The Board of Managers consists of the Life Directors and the Executive Committee.

The officers of the Society are a President, seven Vice-Presidents, Recorder, three Secretaries, and Treasurer. These constitute the Executive Committee and have all powers vested in the Board of Managers during the intervals of Board meetings. It is the duty of the Executive Committee to establish such agencies as the interest of the Society may require, appoint missionaries, fix their compensation, direct their labors, make all appropriations to be paid out of the treasury, and present to the Society at each annual meeting a report of its proceedings during the past year.

QUALIFICATIONS OF MISSIONARIES

1. **Good Health.** The climate and work are much more trying than at home. After reaching a field it takes several years to prepare for service. This involves the expenditure of a considerable amount of money. It follows that whoever goes out ought to have a reasonable prospect of long life. Besides, one's usefulness and agreeableness depend very largely upon good health. The Committee requires the applicant to be examined by the medical examiners of the Society.

2. **Education.** The missionary encounters scholars in India, China, and Japan, and other fields. If he can not meet them on their own ground he will not be able to compel their respect and to win them to Christ. The idea that the natives are simple-minded people who will receive his assertions without question is erroneous. Moreover, he should be able to start and superintend training-schools if such schools should be needed. The most efficient missionaries from the time of Paul to our own time were men of liberal culture. The present-day missionary should have at least a good college education.

3. **Linguistic Ability.** This is indispensable. The natives are certain to discount and discredit any man who is unable to use their language fluently and idiomatically. Men who are unable to master a new language are a handicap in a mission. A messenger of Christ should be able to hold his own in the use of the vernacular in any discussion that may arise, so far as purity and fluency are concerned.

4. **Good Sense.** The missionary has to deal with all classes and conditions of men, with officials, with fellow-missionaries, with native helpers, and with converts from heathenism. With the wisest management there will be more or less misunderstanding and friction. New problems are constantly arising. In many instances a missionary has no

precept or precedent to guide him. New methods must be adopted. The missionary needs much practical wisdom.

5. **Faith in the Gospel.** The world is lost. It can not be saved by education or by commerce. The one divinely appointed instrument for this purpose is the gospel. If a man does not believe this thoroughly, he should not become a missionary. The nations need the gospel more than they need anything else. Every other blessing follows its acceptance.

6. **Leadership.** The mission fields need many-sided men. They need wise master-builders to lay foundations. The Holy Spirit recognized this when He sent Saul and Barnabas into the heathen world. The nations can be evangelized only by natives. The most that foreigners can do is to make some converts and train the best for the work of the ministry. From the very first the missionary must keep in mind the thought of self-support and self-propagation. The notion that any one will do for this service, provided he is pious, is a mistake. Pioneers in anything ought to be the ablest and best qualified men, not those of small ability and education. The best are none too good for this divine enterprise.

7. **Sympathy.** Another qualification in a missionary is a large sympathy, which should manifest itself first with the people among whom and for whom he is to labor. If he feels no genuine interest in them and no earnest desire to do them good, if he can not enter in a good degree into their thoughts and feelings, he will not be able to render them much assistance. He should love those for whom Christ died. Not only so, but he should have the warmest sympathy with those with whom he is joined as a yoke-fellow. There is something in the Eastern climate that has a peculiarly wasting effect upon the nervous system. The unceasing round of duties, with so little opportunity for

change and diversion, contributes to the loss of self-control. Consequently, a missionary should be a person of the deepest sympathy—a sympathy that is born of humility, of an inability to receive a slight, to take offense at a momentary injustice, to persist in remembering an injury. A disposition to esteem others better than himself affords him a sympathy with his co-workers which will prove a grand lubricator of missionary co-operation.

8. **Consecration.** The work is difficult. It is a perpetual conflict with dirt and disease, with ignorance and superstition. The novelty and romance soon wear away. If a missionary is not constrained by the love of Christ so that he does not count his own life dear to him, if he can finish his course with joy and the ministry which he has received of the Lord Jesus, he will soon grow weary of the task and desire to abandon the field.

WIVES, SINGLE WOMEN, AND MEDICAL MISSIONARIES

1. **Wives.** It is necessary for the wives of missionaries to be examined as carefully as their husbands. Should they be feeble and irritable, they will place their husbands at a great disadvantage, and the work will be seriously hindered. Should their health fail, it will be necessary for the family to return home. They should be qualified in all respects for this high service. They are expected to give as much of their time and strength to the work as their household duties will permit.

2. **Single Women.** Single women go out to work in the schools and in the chapels, and in the homes of the people. They should be apt to teach, able to sing, patient, gentle, not easily discouraged. They should be as well qualified for this work as though they were going to engage in Christian work at home.

3. Medical Missionaries. Medical missionaries must be graduates of some reputable medical college. They must be active workers in the church to which they belong. While they go out to heal the body, their main work is to advance the interests of Christ's Kingdom. They should be men of liberal education, having a good knowledge of the Scriptures. They should be sound in faith and qualified to preach and to teach.

APPOINTMENT OF MISSIONARIES AND SELECTION OF THEIR FIELDS

1. Written Applications. Those who wish to be appointed are asked to submit written applications. Suitable blanks for this purpose are furnished by the Committee. An examination of these blanks will convince many that it will be unprofitable to proceed further. The questions asked will reveal the lack of proper qualifications.

2. Testimonials. Applicants are required to refer the Committee to some persons of acknowledged ability and Christian character for further information. These persons should know the applicants well. They should, as a rule, be church officers and ministers and teachers. These testimonials should be sent directly, by the persons writing them, to the Executive Committee. They will be regarded as private and confidential.

3. Conference With the Committee. All applicants for appointment are required to meet the Executive Committee for a conference. The Committee wishes to have some personal knowledge of the workers. This knowledge creates a bond of sympathy and mutual interest. It is well for the missionary that he should know the men who direct his labors on the fields. The Committee wishes to hear something from the candidate's own lips about his motives, about his training, and about the work he has accomplished al-

ready. Untried applicants are never appointed. If a candidate has been tested here and has failed, he will certainly fail on the foreign field.

4. Selection of Field. At the time of appointment it is usual to designate the field. No one is asked to go to any field unless he is perfectly willing to go. It is hoped that every applicant will be willing to go where the need is greatest. After reaching the field assigned, the particular station at which he shall work is agreed upon by conference with the Mission and with the Executive Committee. The aim is to place each missionary in that part of the field for which he seems best fitted and where he is likely to accomplish most good.

OUTFIT AND SALARY

1. Outfit. The Society grants \$200 to each family for an outfit, and \$100 to single missionaries. The grant for Africa is larger than for other fields, and for obvious reasons. This money is to be used in purchasing clothing and furniture. Part of it may be wisely spent in this country, and part of it on the field. The missionaries select their own outfit. They do this after conferring with the missionaries on the field to which they go. The Committee is always ready to furnish such advice as it possesses.

2. Medical Outfit. The medical missionary is supplied with medicine and such surgical instruments as the work requires.

3. Return of Outfit. Should a missionary return from the field after a service of less than three years, for any other cause than that of failure of health, it is expected that he will make an equitable return to the Society on the outfit allowed. Should a medical missionary withdraw from the field for any reason, he is expected and required to

turn over his outfit to his successor or to some representative of the Foreign Society on the field.

4. **Salary.** The Society pays a husband and wife \$1,000 a year, and \$100 extra for each child. In addition to this, a home is provided. Single missionaries are paid \$600 a year. Salaries are paid monthly, and begin at the time the missionary reaches the field. In some fields an extra allowance is made on account of increased cost of living.

THE CHILDREN OF MISSIONARIES

Allowances. An allowance of one hundred dollars is made for each child. When both the parents or one parent, the other being deceased, are on the field and the children in the United States, unless some special arrangement has been made, this allowance is increased to one hundred and fifty dollars. This allowance continues till the child is eighteen years of age. If the child is in school, the allowance is continued two years longer.

The Return of Children to Attend School. The passage of children coming home to attend school is paid by the Society. No further obligation in the way of traveling expenses is incurred unless they return to the field under appointment as missionaries.

ON THE FIELD

1. **Entering Upon the Work.** Missionaries should give their first and special attention to the work of acquiring accurately the language of the country to which they are sent, and, except under pressure of other great interests, of which the Mission shall judge, no other work should be allowed to interfere with this. At the close of the first year each missionary should be examined by a competent committee; also at the close of the second year. The results shall be reported to the Executive Committee. In the pur-

suit of their studies and in the care and preservation of their health, new missionaries should follow the counsel of older and more experienced members of the Mission. Due attention to this point will promote usefulness and prevent many failures.

2. Outside Work. Missionaries are expected to give their whole time and thought and strength to the special work which they were sent to do. If there is any demand for outside work, the missionaries should consult with the Mission and with the Executive Committee before undertaking it. Any sums of money received for such work shall be paid over into the Mission treasury and reported at once to the Society. If a medical missionary receives any fees for his services, the same should be reported.

3. Vacation on the Field. It is necessary sometimes for missionaries to have brief vacations. These should be arranged so that the work will suffer as little as possible. Before leaving on a vacation, the missionary should confer with the Advisory Committee and secure its approval.

4. Medical Expenses. At all stations where there are medical missionaries it is expected that they will serve the families in the Mission free of charge. Where there are no medical missionaries, the Society pays the expense of medical treatment. All medical bills should be approved by the Committee on the field before being sent home for payment. The Society does not pay dental bills.

LITERARY WORK

Literary work, such as translating and the preparation of religious and educational books, should be undertaken only with the consent or by the appointment of the Mission and the approval of the Executive Committee, and by persons adjudged to be most thoroughly acquainted with the language. It is to be steadfastly borne in mind that the

preaching of the gospel is the chief business of every missionary.

TERM OF SERVICE AND FURLOUGHS

1. **Term of Service.** The appointment of a missionary contemplates *service for life*, if the Lord will. At stated periods, however, the missionaries are expected to come home on furlough. In case of sickness the consent of the Advisory Committee on the field should be secured. This should be forwarded at once, with a medical certificate signed by two physicians, to the Executive Committee.

2. **Furloughs.** Furloughs are designed to restore the health of the missionaries and to qualify them more perfectly for the further prosecution of the work. Married missionaries and single men are expected to serve a term through seven summers before taking their first furlough. That is, those reaching the field in the autumn or winter will spend seven summers and seven winters in addition to what remains of the first winter. This makes the first term a little over seven full years. Subsequent terms are one year longer than this. Single women are expected to spend five full years and a half before coming home on furlough. In the Philippines the term of service has been fixed at six years. In Africa the first term has been fixed at three full years, and subsequent terms at four years; in Cuba the missionaries are allowed a vacation of three months every other year. The furlough is *for one year only*. This does not include the time required for a direct journey to and from the field. Missionaries should arrange, wherever possible, to leave the field at such a time that they can return in a year without any peril or injury to their health. Moreover, they should plan their furloughs so that a sufficient number will always be on the field to carry on the work.

Before sailing for home a missionary should notify the Executive Committee as to the date of his expected arrival and the port at which he expects to land. At the time of his arrival he should notify the Committee regarding the time of his leaving his work, the time of his arrival home, his present address, and his expected address while in America. His accounts should be adjusted without delay.

3. Allowance While on Furlough. The rule of the Society is to allow missionaries while at home the same salary as is paid while on the field. This does not include the allowances made in some fields in addition to salary on account of increased cost of living.

FURLOUGHS EXTENDED FOR CAUSE

The Executive Committee expects every missionary to return to his field at the close of his furlough. For sufficient reasons, however, the Executive Committee may extend the period of furlough somewhat. Otherwise the salary of the missionary will, of course, cease at the expiration of the allotted time.

RIGHT TO RECALL AND THE WITHDRAWAL OF MISSIONARIES FROM THE FIELD

1. The Right to Recall Missionaries. Should it appear that any missionary is unable to master the language, or should it appear that he can not work harmoniously with his associates, or that he is not adapted to the field and work, or should it appear that his usefulness is open to serious question, the Executive Committee reserves the right to recall him. His traveling expenses home will be paid.

2. Withdrawal from the Field. In the event of a missionary withdrawing from the field, the Society will pay the expense of the journey home, provided such journey be made within a year of the date of withdrawal. Should one with-

draw from the service of the Society within five years to enter upon any other service on the field, he shall be expected to reimburse the Society in part at least for the money expended in educating him for that work.

WORK AT HOME

It is expected that missionaries, while in the United States, will avail themselves of all reasonable opportunities to arouse the zeal and interest of individuals and churches and other organizations in mission work. They are to consider the interests of the work as a whole, and not make appeal for any special object without the consent and approval of the Executive Committee. While traveling at its request, the Executive Committee will defray the necessary expenses when these expenses are not otherwise paid.

RELATION OF RETIRED MISSIONARIES TO THE SOCIETY

When disabled missionaries return to this country with the approval of the Mission and Executive Committee, the Society will make such grants toward their support as the circumstances of each case shall require, it being understood:

(1) That no pensions and no annuities are to be settled upon any persons and that no grant is to be given, except in extraordinary cases, for any other than the current year.

(2) That, except in extraordinary cases, after the lapse of a year from the return, no grant is to be made to missionaries who are not disabled by sickness, and yet are not expected to resume their missionary labors.

(3) That missionaries who return on account of sickness, and recover their health and remain in this country, are no longer to be regarded as having any claims upon the Society for pecuniary assistance.

ORGANIZATION ON THE FIELD

Where there are three or more missionaries on a field, they are required to organize themselves into a Mission. This Mission is required to hold at least one meeting each year. An Advisory Committee appointed by the Mission shall act in the interim. All questions requiring the action of the Executive Committee, questions involving requests for appropriations, the expenditure of funds, the location or transfer of missionaries, shall first be submitted to the Mission for its judgment. It is desired that in all cases the Mission shall act as a unit. Where unanimity is not possible, a majority shall decide. Missionaries should be on the field one year before voting.

DIRECTION OF THE WORK ON THE FIELD

The direction of the work on the field is in the hands of the Advisory Committee in conference with the Executive Committee. On this account no one should feel that he is free to do as he pleases. He should be consulted as a matter of course, but he should conform to the general plan and policy, and as far as practicable the work of each should be directed by the wisdom of all.

Evangelists and teachers should be employed and discharged with the advice and consent of the Advisory Committee. The nature and frequency of itineration should not be left to the individual, but the Advisory Committee should in a large measure plan and direct. When a missionary leaves a station for any reason, he should turn the entire work over to the Advisory Committee, and the Advisory Committee should arrange for its continuance.

MISSION BUILDINGS

In each field the Advisory Committee is responsible for the letting of all contracts for buildings and walls and wells.

This burden should not be laid upon any individual missionary. These buildings are not private property, and should be built for the future as well as with regard to the present. The Mission should see to it that all accounts are carefully audited.

ESTIMATES, SPECIAL APPEALS, AND SPECIAL APPROPRIATIONS

1. **Estimates.** At the annual meeting the Mission shall prepare an estimate of the probable cost of the work for the year beginning the first of October following. Where there is more than one station in a Mission, each station should prepare its estimate to be submitted at the annual meeting for detailed consideration and recommendation. All the expenditures of the year shall be included in these estimates. The estimates should include all expenses of missionaries absent on furlough and of all new missionaries expected. It is especially desired that in making requests for appropriations for new work, such as the sending out of new missionaries, purchase of property, erection of buildings, etc., the missionaries shall indicate the order of their importance. These estimates shall be made out on blanks furnished by the Society. The estimates shall be forwarded to the Executive Committee by the Secretary of the Mission. The Executive Committee requires in all cases the judgment of the Mission, or the judgment of the Advisory Committee in cases of special emergency on all estimates and on requests.

2. **Special Appeals.** The Committee desires that the estimates shall be so complete as to preclude applications from the field to churches, Sunday-schools, societies, or individuals for special gifts. Such applications interfere with the regular work of the Society, and are a constant source of annoyance and trouble. No special appeals should be made without the consent of the Mission and without the consent of the Executive Committee.

3. **Special Appropriations.** After the estimates are sent to the Society and acted upon, special requests for grants can not be entertained except in extraordinary cases. When such cases arise during the year, they shall be submitted to the Advisory Committee, or, if that is not practicable, to the missionaries by circular letter before forwarding them to the Mission Rooms in Cincinnati.

DUTIES OF THE MISSION SECRETARY AND TREASURER

1. **The Secretary.** Each Mission and each Station shall choose for itself a Secretary. This Secretary shall receive and keep files of all official correspondence addressed to the Mission and to the Station. All requests for money and all questions of policy shall come through the Secretary, and not through the missionary directly. It is understood that individual missionaries are free to write to the Executive Committee at any time, giving their views. *Appeals for money or requests from individual missionaries can not be considered.*

2. **The Treasurer.** The Mission shall nominate a Treasurer at its annual meeting or when a vacancy occurs. This nomination shall be reported to the Executive Committee and shall be subject to its approval. The Mission Treasurer receives all funds for the Mission. He is the custodian of all deeds of Mission property and other legal papers not transmitted to the Society. It is his duty to keep in official books, procured at the Society's expense and to be the property of the Society, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all the official correspondence properly belonging to his department. These books must be open to the inspection of any member of the Mission at any reasonable time. The Treasurer is responsible for the distribution of all funds sent to him for the support of the work. He shall not loan the funds of the Society under any circumstances. The Treas-

urer of the Mission is expected to furnish at the close of the year a statement of all funds received and disbursed. This statement is to be audited by members of the Mission. If a bank account is kept by the Treasurer of the Mission, it should never be a personal account, nor in any way mingled with his personal affairs, but should be in the name of "....., Treasurer of Mission of the Foreign Christian Missionary Society, or his successor in office," and be recognized by the bank as the property of the Missionary Society, to fall at once, and without any process of law, into the hands of the succeeding Treasurer of the Mission whenever, by death or otherwise, the present incumbent shall cease to hold the office.

PROPERTY OF THE SOCIETY

No property is to be purchased or any building erected or rented for the Society without its authorization. All property purchased for the Society or given for its use must be secured by title deeds, duly recorded in the manner required by the laws of the government where it is located. Property of the Society should always be held in its corporate name when the laws of the country allow such tenure, and if there are no serious disadvantages in so holding it. If such property stands in the name of individual missionaries, or others, such individuals should at once file with the Advisory Committee a deed showing that the real owner is the Foreign Christian Missionary Society. The Advisory Committee should see, on the removal of the individual from the locality or mission, that the title is promptly and legally transferred to some representative of the Society before the departure of the title holder.

APPROPRIATIONS AND EXPENDITURES

The Treasurer must on no account pay out more money than was appropriated for the support of any department

of the work, except under imperative circumstances, and then only with the consent of the Advisory Committee and subject to the final judgment of the Executive Committee. When such cases can be plainly anticipated, the facts should be at once notified to the Executive Committee.

UNEXPENDED BALANCES

All appropriations lapse at the close of the year for which they were made. All unexpended balances shall be placed to the credit of the Society and applied with the appropriations for the new year; but in the case of buildings or other special work actually in progress and which of necessity can not be completed before the close of the year, the amount appropriated for their completion may be reserved for that purpose and reported to the Society. *This is important.*

AUDITING ACCOUNTS

Wherever possible all accounts should be audited by three missionaries. The auditors are required to see that the accounts are properly vouched and correctly cast, and that each item of expenditure has been authorized, and to report accordingly in their certificate, which should always be written upon the accounts rendered, and should state the amount of the balance of the account as found by them, in United States gold.

ANNUAL REPORTS

Each Mission shall prepare an annual report for the year closing April 30th, which shall give in as brief and as clear a manner as possible a view of the work of the entire field during the year. It shall present in tabular statement the number and names of the stations and out-stations, churches, and schools (Sunday, day,

and boarding), the number of baptisms and other additions during the year, the present number of communicants, losses, scholars (distinguishing between boarding, day, and Sunday-schools, and male and female), with a complete list of the missionaries, native preachers, teachers, and helpers at each station, and such other items of information as may be deemed valuable. Each missionary shall also prepare a brief personal account of his or her labors during the year, to be submitted to the Mission. In order to secure uniformity in Mission reports, each Mission is requested to appoint annually a committee to whom all the individual and station reports of work done during the year shall be submitted, and by whom a revised report based upon these different reports, covering the whole field and embracing such other matters pertaining to the interests of the Mission as may properly claim their attention, shall be prepared. This report, when presented to and approved by the Mission, shall be forwarded to the Executive Committee, and shall in all cases be sent so as to reach Cincinnati not later than the first of July. The Annual Report is the great historical document of the year. It is widely circulated and widely read. It is important that it should be a complete survey of all the work done in the year. This can not be unless every missionary gives an accurate and adequate account of all he has done.

WRITING FOR PUBLICATION

Every missionary can greatly benefit the cause for which he labors by cultivating the power to write about his work in a clear and attractive style. In writing, it will be well to write about his own work, its joys, its sorrows, and its triumphs. He should be careful not to assume that the readers know more than they do. Articles that are brief and concrete are most valuable. In the publications of the Society lengthy and elaborate articles can not be used. A missionary

should endeavor to see things as they are, and to report what he sees. If he has a camera and can send some good pictures to illustrate his articles, he will double their value.

CORRESPONDENCE AND CABLEGRAMS

The Executive Committee most earnestly desires that all business be transacted by correspondence. In emergency the cable may be used. But cablegrams are costly and, because of their brevity, are necessarily unsatisfactory.

SELF-SUPPORT

The Society expects and requires that all its work shall become self-supporting as rapidly as possible. It is very desirable that native churches should do all they can for the support of their preachers and for the erection and maintenance of their church properties; also, that, as far as possible, tuition in schools be paid for by those who attend them; and that papers, tracts, and Bibles should not be wholly gratuitous; and, therefore, all missionaries are expected to give constant attention to the matter of self-support in the Mission, however small that amount may at first be. The smallest amount that will be needed should be asked of the Society and the largest possible portion left to be raised in the field.

SUPREME AIM OF THE WORK

The great aim of all missionary life and service is the preaching of Christ to the nations. All forms of work must be subordinate to this end, and all methods of missionary effort, medical, educational, industrial, etc., will be sanctioned and supported by the Society only as they contribute to a wider and more effective proclamation of the gospel and give promise of vital missionary results.

CONCERNING TRAVEL



TRAVELING EXPENSES

The Society pays the expense of the journey of the missionary and his family from their home to the field by the direct route. Should any missionary wish to deviate from the direct route, and there be no reason to the contrary, he shall receive a sum equal to the expense of the direct journey as estimated by the Executive Committee at the time. The expense is based upon the shortest and least expensive route, and is not intended to include items of emergency beyond those incident to delays from disarranged service.

TRAVELING ON FURLOUGH

When leave of absence has been granted, the Society defrays the expense of the journey by the usual direct route from his station to the home of the missionary in this country. As in the case of the journey to the field, the expense is based upon the shortest and least expensive route, and is not intended to include items of emergency beyond those incident to delays from disarranged service.

ARRANGEMENTS SHOULD BE ECONOMICAL

The arrangements for the journey to and from the field should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Treasurer of the Society.

FREIGHT

The Society will pay freight on goods of missionaries going out the first time as follows: On four measured tons for a man and wife; on two measured tons for a single missionary. Forty cubic feet constitute a measured ton. The Society will pay customs duties on the same. For missionaries returning to the fields after furlough, the allowances on freight will be one-half the amounts allowed missionaries going out the first time. There are no allowances on freight of missionaries coming home on furlough.

In addition to the above, each trans-Pacific missionary is allowed 350 pounds of baggage on each ticket. The missionary must present an order for a steamship ticket in order to secure this concession.

RENDERING ACCOUNTS

On reaching the field and on reaching home on furlough complete and detailed accounts of expenses should be rendered. Special blanks for this purpose are furnished by the Treasurer of the Society. The home of the missionary should be stated when a missionary is returning on furlough. *All sums should be given in United States currency.*

TRAVELING EXPENSES OF CHILDREN

The Society defrays the expense of the journey of the children of missionaries to this country under the age of eighteen, but does not engage to meet the expense of their return after the age of sixteen to the country from which they came.

PASSPORTS

Passports are not absolutely necessary for all countries. As exigencies may arise in any foreign country, however, when a passport may be of service, all missionaries are advised to secure them. Application blanks and instructions for filling the same can be secured by addressing "The Department of State, Passport Division, Washington, D. C." When sending for blank it is necessary to state whether the form is desired for "native-born" or "naturalized" citizen.

FEES OR TIPS

No allowance for fees will be made for missionaries except to those going out for the first time. New missionaries going to Africa and the Philippines and India will be allowed \$8 on each ticket, and missionaries going to Japan or China \$6 on each ticket. A proportionate amount will be allowed on childrens' tickets. Those returning home on furlough or returning to the field after furlough are on salary, and while traveling are living at the expense of the Society, and it is but just that all fees should be borne by them. This will appear evident when it is remembered that some of the largest societies do not pay any salary while missionaries are traveling and living at their expense.

CONCERNING THE VOYAGE

For comfort and safety one would do well to secure a deck chair for the steamer. He should be prepared for heat and cold. A warm lap-robe or a double shawl will be found serviceable. Passengers for India should buy a sun hat at Port Said, and passengers for Africa should buy one in London. Hand baggage and a steamer trunk can be taken

into the cabin. Trunks not wanted on the voyage can be so labelled and placed in the hold of the ship. Every piece of baggage should have the owner's name on it; in case of trunks, the name should be on both ends.

PREPARATION FOR JOURNEY

Ample time should be taken to prepare a complete itinerary, whether to or from the field. The time of departure should be so planned as to make closest possible connections on the journey.

TICKETS TO THE FIELD

All tickets from the home of the missionary to the field will be furnished by the Treasurer in Cincinnati, but ample time should be allowed in order that the most desirable accommodations may be secured.

TICKETS—HOMEWARD JOURNEY

In procuring tickets in all cases the best discounts allowed to missionary travelers, both by steamer and rail, should be secured. Tickets via the Pacific should be arranged for by the Mission Treasurer and secured through to destination, in order to have the advantage of Trans-Pacific baggage allowance. He has authority to secure tickets for the missionaries whose furloughs have been approved by the Executive Committee and for those obliged to return on account of illness.

If for any reason missionary rates can not be secured, a receipt should be taken for amount paid for transportation,

and same forwarded to Treasurer in Cincinnati with statement of facts, so that claim for refund can be made.

At points where the journey is necessarily broken, as at Hong Kong, and at points in Japan and England, immediate engagements should be made for the next stage in the journey, provided engagements can not be made in advance by post or telegraph.

It has been the experience of missionaries coming home via the Atlantic that the second-class accommodations of the leading lines of steamers, such as the Cunard, White Star, North German Lloyd, and Red Star, are both comfortable and, in the main, satisfactory, and appreciating economy, all the missionaries are expected to travel in this way to and from Europe.

This may also be said with reference to travel via the P. & O., North German Lloyd and French Line from Marseilles.

When for special reasons second-class accommodations are objectionable, the American Line to Philadelphia is recommended, this line being very popular among professional people.

If for any reason the traveler would prefer journeying first-class on the larger and faster steamers, the excess cost over second-class is a personal charge.

On the continent of Europe it is expected that second-class accommodations be secured on the railroads, while in England third-class is satisfactory.

SLEEPERS

In the United States and Canada the missionaries have found that traveling by the tourist cars is not only a matter of economy, but in most cases fully as comfortable as the more expensive accommodations, especially where there is

a family of children. All of the leading trans-continental roads make a feature of the tourist. If the Standard Pullman is used the difference in amount will be a personal charge.

Should the traveler desire to effect further economy on the journey, this can be done by transferring from the sleeper to day coach east of St. Louis and Chicago, if a day trip only is contemplated.

ENTERTAINMENT EN ROUTE

Well-recommended boarding-houses should be utilized rather than hotels. The saving is considerable and the accommodations usually all that can be desired.

BAGGAGE

In checking baggage to the Pacific, if agent refuses to allow 350 pounds on each ticket, a receipt should be taken, showing full weight of baggage, amount allowed, and cost of excess. This receipt should be forwarded, with statement of facts, to the Treasurer in Cincinnati, that claim for refund can be made.

Any excess over the Society's allowance is a personal charge, and it is, therefore, important that at the beginning of the journey the baggage should be weighed and the amount of excess noted on the travel account when rendered.

This allowance is 350 pounds, or the amount allowed trans-Pacific passengers, for the entire trip.

All personal baggage should arrive on the same steamer with the passengers to avoid custom-house complications.

Missionaries expecting to travel across the continent of Europe should take only sufficient baggage for the journey, sending the remainder by freight several months in advance, when possible.

ARRIVALS

Missionaries returning on furlough should promptly report arrival date at port of entry and at home.

PACKING AND SHIPPING FREIGHT

The freight of outgoing missionaries should be shipped several months in advance of their sailing, in order that it may reach the field soon after their arrival. C. W. Plopper, the Treasurer of the Society, will be pleased to give full shipping instructions to any who may wish them.

All goods should be packed in stout cases, barrels, or crates, as compactly as possible, taking into consideration the time, distance, and risks of the journey, especially the risks from water and dampness. The Society does not bear the cost of packing.

All cases should be lined with several thicknesses of waterproof paper or other waterproof material, and should be bound with iron or wooden straps.

Stoves should be packed in extra stout crates, and all loose castings and furnishings should be packed in a separate box or barrel, with the exception of light fixtures, which may be wrapped in soft packing and put into the oven.

Articles of furniture must be taken apart as far as possible, especially chairs and tables. Dressers, washstands, etc., should have the drawers filled with bedding or other soft goods.

Bicycles should be packed in tight boxes, not crates, and they should stand in the box with simply the handle, saddle, and pedals removed. Have wheel well braced and be sure that the strings are not tied tightly around the tires. All bright parts should be covered with oil.

Sewing-machines should be taken apart and packed in a

tight box, well braced, and with the bright parts well covered with oil to prevent rust. Do not send a machine standing in a crate.

Books. In many countries the customs laws require that books should be packed separately. This, however, can be well applied to all countries.

Wrap each book separately, in rather strong paper, before packing.

Always advise packers that goods are for export, and request that they give special care to the selection of cases and to the packing.

Number the boxes consecutively, and make out itemized lists of the contents of each box, with values, numbering same to correspond with boxes, to avoid difficulty in identification. Books need not be itemized; number and total value of contents of each box will be sufficient.

SPECIAL INFORMATION FOR MISSIONARIES RETURN- ING TO THE UNITED STATES REGARDING CUS- TOMS DUTIES

Under the tariff law which went into effect in 1897, each passenger arriving in the United States is allowed to bring in, free of duty, \$100 worth of wearing apparel and personal effects, provided they accompany the passenger.

Under no conditions will they be admitted free if they do not arrive on the same steamer with the owner.

All wearing apparel and personal effects of American manufacture are admitted free on being identified as of American manufacture.

All returning missionaries should bring their foreign-made wearing apparel and foreign-made personal effects in their trunks as baggage as far as practicable. Those of American

manufacture may be sent by freight with household goods, being admitted free of duty on presentation of the necessary oath, and identification by the United States customs that they are of American manufacture.

Curios belonging to a missionary, and part of his household effects, should be classified as such, *i. e.*, "Household Goods." If brought home as gifts or for sale, they must be classified as new goods, and are dutiable. The Society does not pay duty on curios, unless ordered by it.

In case of a bulky or heavy article, the cost of which as extra baggage would be more than freight and duty, it had best be sent with household goods by freight. In some cases it is not practicable to bring as baggage a large amount on account of the great expense in other countries, and especially in crossing Europe.

When making the oath in the United States, the missionary must always state that it was impossible for him to bring the household goods with him as baggage.

Consular invoice is necessary on all shipments, the value of which is over \$100, and on both old and new goods. The only time one is not necessary is when the total value of shipment is less than \$100. It would save expense if a list of contents in each case were sent with the bill of lading, having the cases and list numbered to correspond.

By "Personal Effects" is meant such articles as umbrellas, canes, musical instruments, guns, cameras, etc., as per the following extract from the United States Tariff Laws:

"Wearing apparel, articles of personal adornment, toilet articles, and similar personal effects of persons arriving in the United States; but this exemption only includes such articles as actually accompany and are in the use of, and are necessary and appropriate for the wear and use of such persons for the immediate purposes of the journey and present comfort and convenience, and shall not be held to apply

to merchandise or articles intended for other persons or for sale: Provided that in case of residents of the United States returning from abroad, all wearing apparel and other personal effects taken by them out of the United States to foreign countries shall be admitted free of duty, without regard to their value, upon their identity being established, under appropriate rules and regulations to be prescribed by the Secretary of the Treasury, but no more than one hundred dollars in value of articles purchased abroad by such residents of the United States shall be admitted free of duty upon their return."

By "Household Goods" is meant all such articles which relate to the household, including books, furniture, bedding, etc., as per the following extract from the Tariff Laws:

"Books, libraries, usual and reasonable furniture, and similar effects of persons or families from foreign countries, all the foregoing, if not actually used abroad by them not less than one year, and not intended for any other person or persons, nor for sale."

The foregoing will only be admitted free of duty on production of oath by owner, who must be in the United States when he makes the oath. The articles must have been in use abroad at least one year.

Missionaries bringing home dutiable goods for their own use are expected to defray all custom charges.

It is always a pleasure to answer any special inquiries which may be made before shipping goods to the United States.

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